

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

12 NOV 1987

MEMORANDUM FOR: Executive Director

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Parking and Traffic Management

REFERENCE: Headquarters Compound Parking

STAT

1. This memorandum requests your support for the Director of Central Intelligence (DCI) area for increased ride sharing and for improved traffic distribution to meet agreed upon constraints relative to the occupancy of the new Headquarters building.

2. A reallocation of Headquarters parking is currently underway to coincide with the initial phases of the Headquarters consolidation. A total survey is necessary to allot spaces based on the current population scheduled to remain in the original building and those slated to occupy the new building. It will also provide an opportunity to reallocate permits by parking areas to encourage the use of an assigned gate to better distribute traffic during peak hour arrivals and departures.

3. This reallocation gives us an opportunity to encourage the use of shared ridership programs - car pools, van pools, and Metro transportation - in order to reduce the number of parking spaces which will be required when we reach our maximum population for the Headquarters compound. We are also in receipt of a memorandum from the General Services Administration Regional Administrator to the DCI requesting all Government agencies to fully participate in carrying out Executive Order 12191 which promotes the Federal Ridership Program.

4. We are at a ridership level of 1.2 persons per vehicle, far below the Government-wide goals of 1.7. In order to meet the increase in requirements for parking, we should attain an Agency goal of 1.4. Records indicate that the DCI area has 54 participants in ride sharing programs. In order to attain an improved ridership ratio of 1.4 persons per vehicle, the DCI participation (and all directorates) must be increased by 70 percent. This target equates to 91 participants for the DCI area.

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5. To assist in improving the ratio of ridership, managers should be encouraged to adjust employee work hours to permit their participation in ridership programs in cases where mission and coverage are not jeopardized. Creating flexible work hours will eliminate one of the obstacles in organizing and expanding pool arrangements. All steps to provide conformity across directorate lines will result in fewer number of parking spaces required.

STAT 6. I am establishing a Headquarters Traffic/Parking Task
STAT Force to be chaired by [redacted] Office of Logistics,
STAT Facilities Management Division, [redacted] Designation of a focal
point representing your area will be a contributing factor to
success of our objective.

[redacted]

William F. Donnelly

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STAT OL/FMD/MS (30 Oct 87)

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